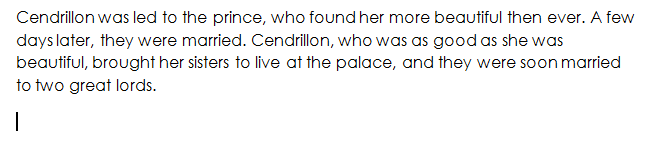
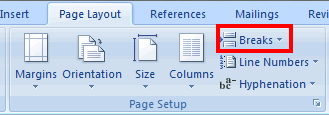
**Page Breaks and Section Breaks**

When you add a new story, you want it to begin on a new page. To do this, you can add breaks. There are two types of breaks, page breaks and section breaks. Section breaks allow you to format things like headers and footers differently. For example, you don't want headers on pages with a title, but you do want them on other pages. Section breaks are ideal for this. If you didn't have them, each page would have the same header.

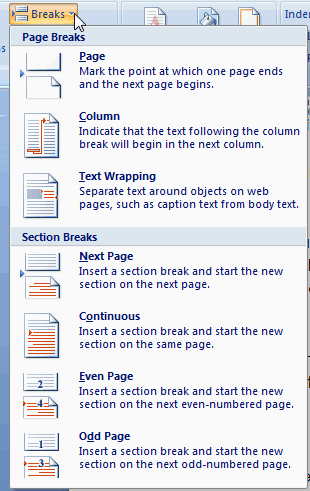
Scroll to the end of your first story, and left click on a new line. You should see the cursor flashing:



Click on the **Page Layout** tab at the top of Word. Locate the **Page Setup** panel and the **Breaks** item:



Click on Breaks to see the following menu:

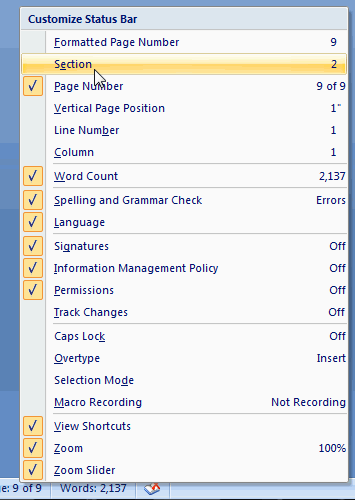


The one you want is **Section Breaks > Next Page**. What this does is to add a new page to your document, and a new section. Your cursor should now be flashing on the new blank page.

To check that you have indeed added a new section, have a look in the bottom left of word. You should see a **Section** area on your **Status Bar**.

Section on Status Bar

If you can't see the Section area, right click on the blue bar. From the menu that appears, click on **Section**:



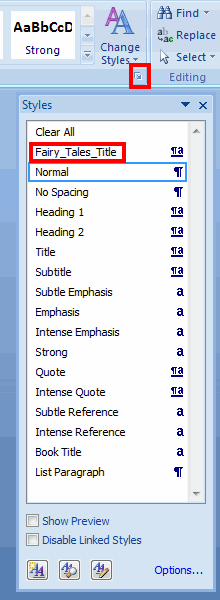
If you were to click onto, say, page 1 of your story, the Section part of the Status Bar will read Section 1 instead of Section 2.

With your cursor flashing on your new blank page in section 2, insert a new story just like you did for the first one. The second fairy tale is Little Red Riding Hood.

You should find that all the text in your new story is formatted to the same as the first one. In other words, it will be formatted to the Normal style that you modified. This is fine, but the title isn't.

Highlight just the title of your new story. To change the style to the Fairy\_Tales\_Title style you set up, click back on the Home tab to see all the styles. Although you could select the style from the list, click the small arrow in the bottom right of the Styles panel, highlighted in red in the image below.

You should find that a menu will appear on the right of your screen, and stay there. To get rid of it, click that small arrow again. But the list displays all the styles that have been set up, including the one you want. So, with your title highlighted, click the Fairy\_Tales\_Title style from the list:



Your title of the second story will then change to match the first one in your booklet.

Add the remaining three stories (Puss In Boots, The Ant and the Grasshopper, The Crow and the Fox) in the same manner as you did for the second one:

Insert a Section Break   
Insert the story   
Change the style of the title

For some reason that when inserting a word document that the body text does not format to the modified Normal style you created, simply select the text and click the Normal Style in the Style panel.

When you're done, you should have a document with 5 stories. You should have 5 sections and 19 pages. (If you used a different font and font size than the one we used you may have more or fewer pages.)

**Add Two Blank Pages at the Beginning of the Document**

Next you will add a cover page and a contents page. You need two blank pages at the start. Move your cursor to the very start of your document, on the top line. (Hold down the Ctrl key on your keyboard and click the Home button.)

Now insert two more section breaks. (**Page Layout** tab, then **Breaks > Section Break > Next Page**.) Do this two times to create two blank pages. Your first story will then start in Section 3. The first blank page will be Section 1, and the second blank page will be Section 2.